

Enterprise Information Management

Reporting User Group Presentation
Tuesday May 17, 2016



General Group Meeting:

- o Overview of EIM Projects:
 - Demo of Reporting Links
 - BEX Reports in BOBJ
 - Updating Bex Queries
 - Update of Searchable Reporting Database
 - Rebuilding Enterprise reports
 - Lumira Pilot & Rollout (short demo)
 - Report Development process
 - HR Dashboards
 - Finance Dashboards
- o Update on RFC's and Report status
 - KSB1/KOB1/CJ13
 - Time & Leave Specifications
 - Contract Spend & MM Reports
 - Other RFCs and Help Desk Ticket Review
 - Data needs for BW (handout)
- o Privacy in Reporting
- o Update on New Reports
 - Cory: Various New Finance, Asset, Grants & MM Reports
 - Kelly: HR: Vacancies by Funding; Workforce by EEO; Employee Profile

Review of Workshop Materials and brief “Tips & Tricks”:

- Open Documents update and handout
- Merging Data from multiple sources into one report handout
- Scheduling Reports with multiple prompt values
- ToNumber: Changing Text to numbers
- Scale to Page: Setting Reports to fit on One Page

EIM Reporting Links

- Do you Know where all the Reports that are available are located?
- Does everyone who works with know?
- Wouldn't it be good to have them a couple of clicks away?

EIM Reporting Links

What the List looks like now



Master List of Business Objects and BEx Queries

FINANCE

Accounts Payable

- FI Minority Vendor Payments
- FI One Time Vendor Payment Report
- FI Payments by Vendor
- FI Vendor Actuals (Open/Cleared) by Exp/Rev all Doc Types
- FI/AP Check Register
- FI/AP Check Register SCEIS Recon
- Payment Register
- Sales & Use Tax Report

Accounts Receivable

EIM Reporting Links

New Links page:

Accounts Payable

- ☐ FI Minority Vendor Payments
- ☐ FI One Time Vendor Payment Report
- ☐ FI Payments by Vendor - X
- ☐ FI Vendor Actuals (Open/Cleared) by Exp/Rev all Doc Types - X
- ☐ FI/AP Check Register
- ☐ FI/AP Check Register SCEIS Recon - X
- ☐ Payment Register - X
- ☐ Sales & Use Tax Report - X

Accounts Receivable

- ☐ AR Aging - Current Open Items - X
- ☐ AR Aging- Customer Open Item as of Selective date - X
- ☐ AR Aging by Customer - X
- ☐ AR Debt Collections Report - X
- ☐ AR Invoiced vs Collected Revenue - X
- ☐ AR Open Detail by Rev GL - X
- ☐ Gross VS Collected Revenue
- ☐ yBOBJ AR Open Detail by Rev GL - X

Funds Management

- ☐ Budget Transaction Report - X
- ☐ Est Rev vs Cash Rev - Restricted to Cash Flow Enhancement - X
- ☐ FI Vendor Invoices
- ☐ FM Budget vs Actual
- ☐ FM Document Count - X
- ☐ FM Document List
- ☐ FM Estimated Revenue - X
- ☐ Funds Management Expense Report - X
- ☐ Funds Management Revenue Report - X
- ☐ Open Encumbrance Report
- ☐ Open Encumbrance Report - by Function Area, Fund, Cost Cent - X
- ☐ Open Encumbrance Report_Selection by Fiscal Year - X
- ☐ Personal Service Transfer Limits - X
- ☐ Statement of Changes in Fund Balances (MA) - X
- ☐ Statement of Changes in Fund Balances -by Period - X
- ☐ Stmt of Chgs in Fund Bal - by Period (W Case Svcs Cat) (MA) - X
- ☐ Stmt of Chgs in Fund Bal - by Period (W Vendor) (MA) - X
- ☐ Stmt of Chgs in Fund Balances (W Case Svcs cat) (MA) - X
- ☐ Travel Reports for Employees

SOEIS South Carolina Enterprise Information System
SC Department of Administration

Revised as of 9/9/14. V1

EIM Reporting Links

- Demo

Searchable Database Update

- Searchable Database Update
 - Built and tested
 - Built using Design Studio which is new BI Suite
 - Plans to move it into Production in late September
 - By then there should be a Plethora of the Reports in the database
- Why?....



Searchable Database Update



Enterprise Information Management Reports Search

Agency	Area	Role	Report Name	Report Description	Created By	Link
D500-DEPARTMENT OF ADMINISTRATION	Finance	Accounts Receivable	AR Aging Report (Summary)	Report lists unpaid customer invoices and unused c...	Cory Hare	https://sceisreporting.sc.go...
D500-DEPARTMENT OF ADMINISTRATION	HR	Organizational Management	FTE Total by State, Federal, Other	Utilises RH010.1A	Kelly Hess	https://sceisreporting.sc.go...
Enterprise	HR	Personnel Administration	Employee Demographics and Position Infor...	Utilises RH039F	Eric Harvey	https://sceisreporting.sc.go...

EIM Projects

Bex Reports in BOBJ:

- Our goal is to recreate in BOBJ each Bex Query that is currently being used.
- While we create them in BOBJ, we will look for efficiencies from a user perspective
- One Report with multiple tabs for various queries:
 - Statement of Changes in Fund Balance
 - Available Cash
 - Vendor Actual
 - RH039....
- Use of Projects Folders

RH039A in Bex

Table

Pay Grade Area	Pay Grade Type		Pay Grade	Number of Employees	Annual Salary	Avg Annual Salary
BANDED	01	CLASSIFIED	BAND 01	2	\$ 24,582.00	\$ 12,291.00
			BAND 02	16	\$ 338,830.00	\$ 21,176.88
			BAND 03	38	\$ 989,184.00	\$ 26,031.16
			BAND 04	116	\$ 3,785,025.50	\$ 32,629.53
			BAND 05	151	\$ 5,588,147.12	\$ 37,007.60
			BAND 06	114	\$ 5,766,822.00	\$ 50,586.16
			BAND 07	118	\$ 7,782,623.00	\$ 65,954.43
			BAND 08	39	\$ 3,357,600.00	\$ 86,092.31
			BAND 09	14	\$ 1,392,318.00	\$ 99,451.29
			BAND 10	1	\$ 115,000.00	\$ 115,000.00
			Result	609	\$ 29,140,131.62	\$ 54,622.03
UNCLASSIFIED	02	UNCLASSIFIED	UNCLASS	25	\$ 2,128,622.00	\$ 85,144.88
UNCLASSIFIED-EX COMP	02	UNCLASSIFIED	F03C	1	\$ 118,690.00	\$ 118,690.00
			F03H	2	\$ 219,182.00	\$ 109,591.00
			F03J	3	\$ 317,490.00	\$ 105,830.00
			F03L	1	\$ 117,667.00	\$ 117,667.00
			F03M	3	\$ 403,200.00	\$ 134,400.00
			F03N	4	\$ 484,035.00	\$ 121,008.75
			F03O	1	\$ 172,238.00	\$ 172,238.00
			F03R	1	\$ 94,774.00	\$ 94,774.00
			Result	16	\$ 1,927,276.00	\$ 121,774.84
TEMPORARY	03	TEMPORARY	NR00	23	\$ 825,082.00	\$ 35,873.13
TEMPORARY GRANT	04	TEMPORARY GRANT	NR00	7	\$ 247,703.00	\$ 35,386.14
TIME LIMITED	05	TIME LIMITED	NR00	104	\$ 3,539,632.00	\$ 34,034.92
AGENCY HEAD(AHSC)	06	AGENCY HEAD	D50UA01	1	\$ 192,937.00	\$ 192,937.00
Overall Result				785	\$ 38,001,383.62	\$ 82,773.70

RH039A in BOBJ



RH039A Workforce Planning Data

Run Date: 5/15/16

Page: 1/1

DEPARTMENT OF ADMINISTRATION

Source: RH039F_Employee Demographics and Position Information

Pay Grade Area	Pay Grade Type - Key	Pay Grade Type	Pay Grade		Annual Salary	
BANDED	01	CLASSIFIED	BAND 01	2	\$24,582.00	\$12,291.00
		CLASSIFIED	BAND 10	1	\$115,000.00	\$115,000.00
		CLASSIFIED	BAND 02	16	\$338,830.00	\$21,176.88
		CLASSIFIED	BAND 03	38	\$989,184.00	\$26,031.16
		CLASSIFIED	BAND 09	14	\$1,392,318.00	\$99,451.29
		CLASSIFIED	BAND 08	39	\$3,357,600.00	\$86,092.31
		CLASSIFIED	BAND 04	116	\$3,785,025.50	\$32,629.53
		CLASSIFIED	BAND 05	151	\$5,588,147.12	\$37,007.60
		CLASSIFIED	BAND 06	114	\$5,766,822.00	\$50,586.16
		CLASSIFIED	BAND 07	118	\$7,782,623.00	\$65,954.43
			01	609	\$29,140,131.62	\$47,849.15
UNCLASSIFIED	02	UNCLASSIFIED	UNCLASS	25	\$2,128,622.00	\$85,144.88
UNCLASSIFIED-EX COMP		UNCLASSIFIED	F03R	1	\$94,774.00	\$94,774.00
		UNCLASSIFIED	F03L	1	\$117,667.00	\$117,667.00
		UNCLASSIFIED	F03C	1	\$118,690.00	\$118,690.00



RH039A

RH039B

RH039C

RH039D


RH039E

RH039G

RH0



RH039A in BOBJ


THE SOUTH CAROLINA
DEPARTMENT of ADMINISTRATION

RH039A Workforce Planning Data

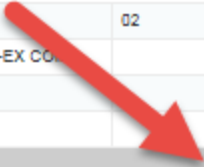
Run Date: 5/15/16


Page: 1/1

DEPARTMENT OF ADMINISTRATION

Source: RH039F_Employee Demographics and Position Information

Pay Grade Area	Pay Grade Type - Key	Pay Grade Type	Pay Grade		Annual Salary	
BANDED	01	CLASSIFIED	BAND 01	2	\$24,582.00	\$12,291.00
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		CLASSIFIED	BAND 08	39	\$3,357,600.00	\$86,092.31
		CLASSIFIED	BAND 04	116	\$3,785,025.50	\$32,629.53
		CLASSIFIED	BAND 05	151	\$5,588,147.12	\$37,007.60
		CLASSIFIED	BAND 06	114	\$5,766,822.00	\$50,586.16
		CLASSIFIED	BAND 07	118	\$7,782,623.00	\$65,954.43
			01	609	\$29,140,131.62	\$47,849.15
UNCLASSIFIED	02	UNCLASSIFIED	UNCLASS	25	\$2,128,622.00	\$85,144.88
UNCLASSIFIED-EX CO		UNCLASSIFIED	F03R	1	\$94,774.00	\$94,774.00
		UNCLASSIFIED	F03L	1	\$117,667.00	\$117,667.00
		UNCLASSIFIED	F03C	1	\$118,690.00	\$118,690.00





RH039A

RH039B

RH039C

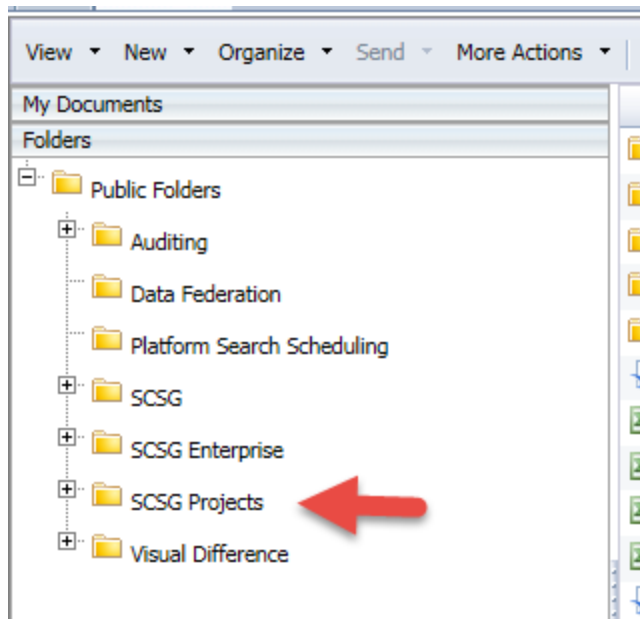
RH039D

RH039E

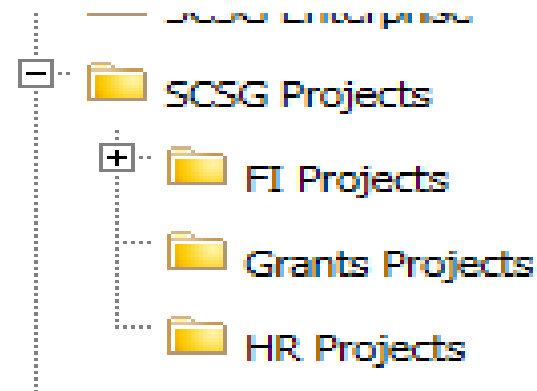
RH039G

RH039H

BOBJ Projects Folders



Projects folders are used for testing and development of reports as they migrate to Enterprise



EIM Projects

Updating Bex Queries & Cubes

- Making sure they are accurate
- Improving Efficiencies & Performance
- Combining & Eliminating where needed
- Educating & Explaining where needed
- Need Your input:
 - Performance
 - Errors
 - Populating Prompts
 - Missing Fields/Data


EIM Projects

Rebuilding Enterprise Reports

- BICS Connections instead of Universes
- Updating formats & double-checking data
- Renewed input from Agencies
- Looking for efficiencies and opportunities
- Move what is currently in Projects to Enterprise

EIM Projects

- Finance Project Folder Contents:

	Official SCEIS FI - Detail Transaction Report (403 Equivalent)	W
	Asset Master Data Inventory Listing	W
	Asset Master Data List	W
	Capital Project Budget vs Actual Report	W
	Capital Projects - Available Cash (404 Equivalent)	W
	Capital Projects - Estimated Rev vs Cash Rec'd (406 Equivalent)	W
	Cash Detail 444	W
	General Ledger Accounts (ZGLA) Report	W
	RH086 Position Funding Report (1018)	W

Lumira Pilot Project & Rollout

What is Lumira
Pilot Group Volunteers
Access
Project Timeline
Demo



Try for Free

Solutions

Products

Resources

Why Lumira

Buy Lumira



CONNECT

Connect to, and prepare, any data with ease.



VISUALIZE

Quickly create powerful visualizations.



DISCOVER

Uncover hidden trends and patterns in data.



COMMUNICATE

Easily share stories to convey business insight.



EMPOWER

Arm your stakeholders with trusted intelligence.

Investments Yield

Refresh Date: 2016-

1.27

GENERAL FUND

2.80

INSURANCE RESERVE

1.72

STATE INVESTMENT

3.26

LONG TERM POOL

Click Here

0.01

TREASURY FUND

1.43

EDUCATION IMPROVEMENT

0.90

LGIP

2.20

TUITION PREPAID

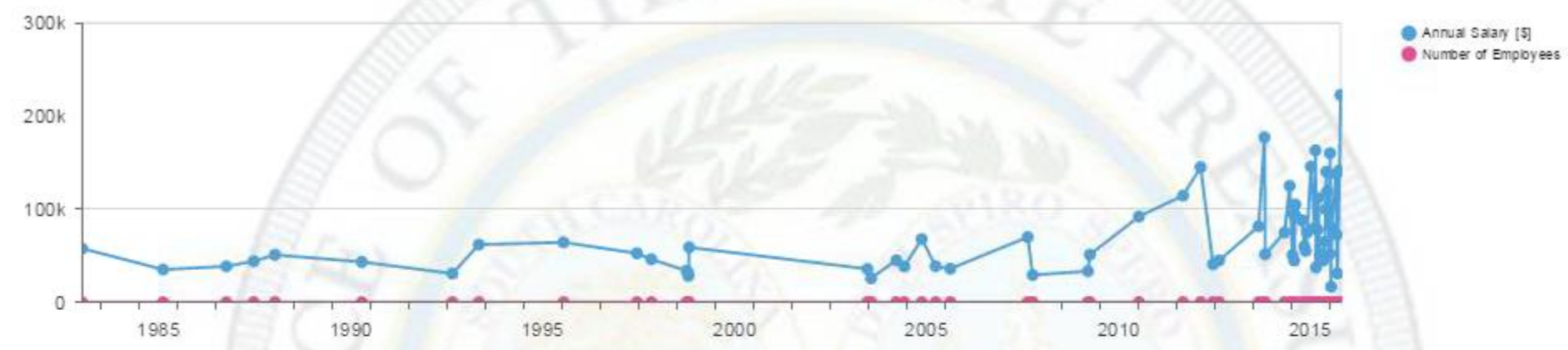
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LTDI TRUST FUND

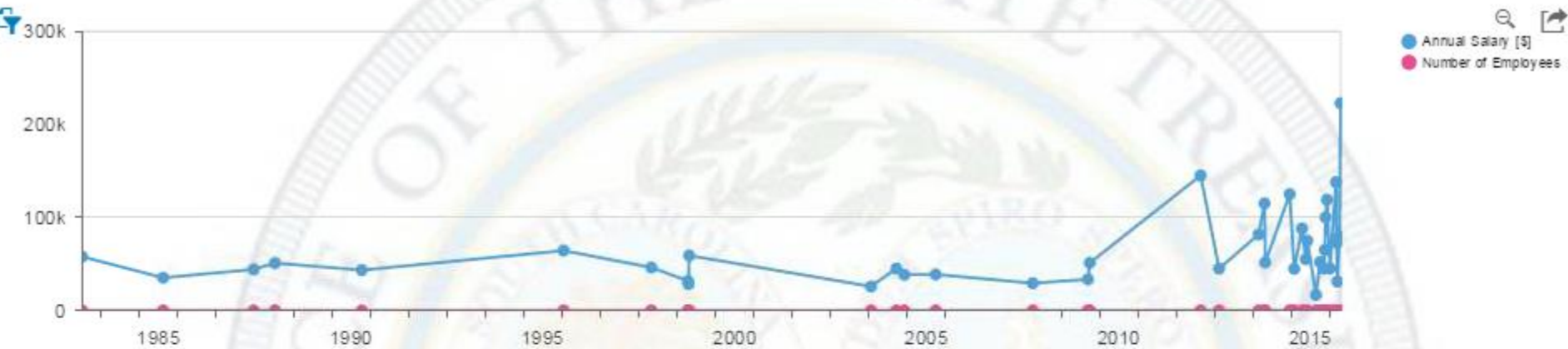
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SCRHI TRUST FUND

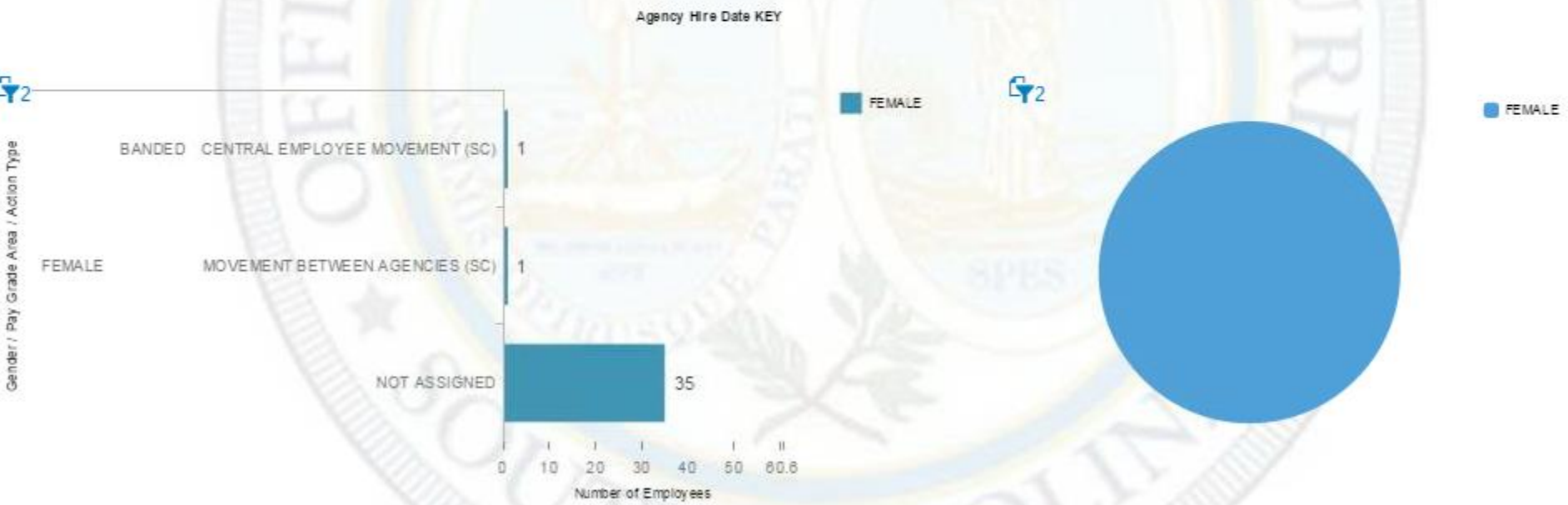
General Fund



General Fund



General Fund



HR Dashboards Updates

- New Link
- List of updates
- Demo



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**INSPECTOR GENERAL'S
FRAUD HOTLINE**

(State Agency fraud only)
1-855-SCERAUD
or
1-855-723-7283

Reporting

The SCEIS Reporting team works closely with users to build tools that will address their needs. Numerous SCEIS reports are available to help agencies and State leaders view and analyze data to help make sound business decisions.

SCEIS reports can be found in Enterprise Central Component (ECC), BEx/Business Warehouse and Business Objects. Use the below resources to begin using SCEIS reports.

[Reporting User Group Meeting Documents \(Link\)](#)

[Business Objects and BEx Queries](#)

[Master List of Business Objects and BEx Queries \(Link\)](#)

[List of Business Objects and BEx Queries: Finance \(Link\)](#)

[List of Business Objects and BEx Queries: HR/Payroll \(Link\)](#)

[List of Business Objects and BEx Queries: Materials Management \(Link\)](#)

[HR Dashboard](#)

[Access to HR Dashboard via Business Objects \(Link\)](#)

[Quick User Guides](#)

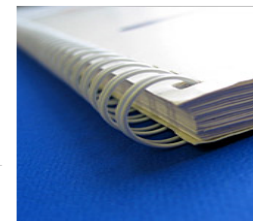
[BEx Quick User Guide \(972kb PDF\)](#)

[Business Objects Quick User Guide \(2,484kb PDF\)](#)

[Treasury Reports](#)

[SC Agency Detail Check Register Listing \(22kb PDF\)](#)

[Instructions: Running the SC Agency Detail Check Register Listing Report \(Transaction code: ZAGY_CHKREG_DET\) \(221kb PDF\)](#)



HR Dashboard Demo

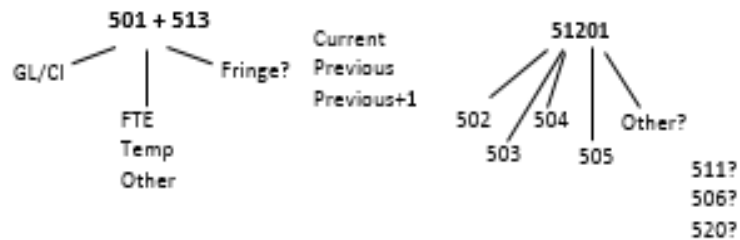
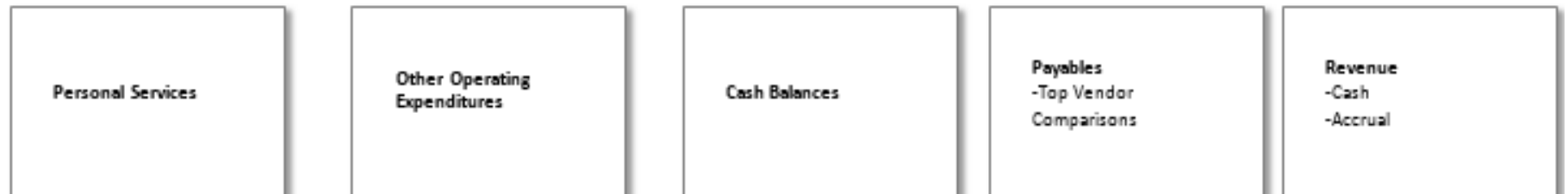
Finance Dashboard Update

- Copy of specs
- Project Plan
- Input needed

Personal Services EXP YTD	# of Pay Periods (14)	Other Operating EXP YTD	Posting Period (7)	Cash Balance	4/13/16	Encumbrances	Revenue Rev YTD	Posting Period (7)
\$2,468,000	% BUD 54%	\$14,567,000	%BUD 71%	General Fund	\$1,430,000	Balance 4/13/16	\$13,468,000	% Budget 65%
	% FY15 62%		%FY15 53%	Other Fund	\$6,511,000	\$6,537,000		%FY15 71%
				Federal Fund	\$852,000			

SOURCE:

Budget V Actual
Open Encumbrances?
Vendor Actual?



A/R Aging

Update on RFCs and Reports

- **KSB1/KOB1/CJ13:** Group of Users met to discuss current uses of these ECC Reports. Cory met with FI Functional Team and is scheduling a meeting with the users and FI Team to discuss options
- **Central Movements:** Creation of Central Movement Action – This report is complete and was moved to production on 5/6/16
- **Labor Distribution:** This report is in BWQ and is currently being tested by both the BW team and the BOBJ team. There are a few issues at this point, but testing is going well.
- **Time & Leave:** Cory is going to put together the specs that he got from the users and find out when they have time to meet with us and go from there. Kelly and Cory will also go through some of the time reports that the users mentioned to help us better understand all the aspects of time and leave that we need capture. We are also trying to get information from Katie and Mallory on the HR team.

Update on RFCs and Reports

- CO data universe for BW Reporting – This report is on hold and is waiting on the CO initiative to begin in ECC.
- Add vendor info to Grant Report – As of 5/12/16, this is work in progress.
- Add fields to existing “Current Contracts” BW report – The BW has been working with the MM team and is waiting on decisions from them.
- Monitoring of Tasks Report – This report is complete and was moved to production on 5/6/16.

Update on RFCs and Reports

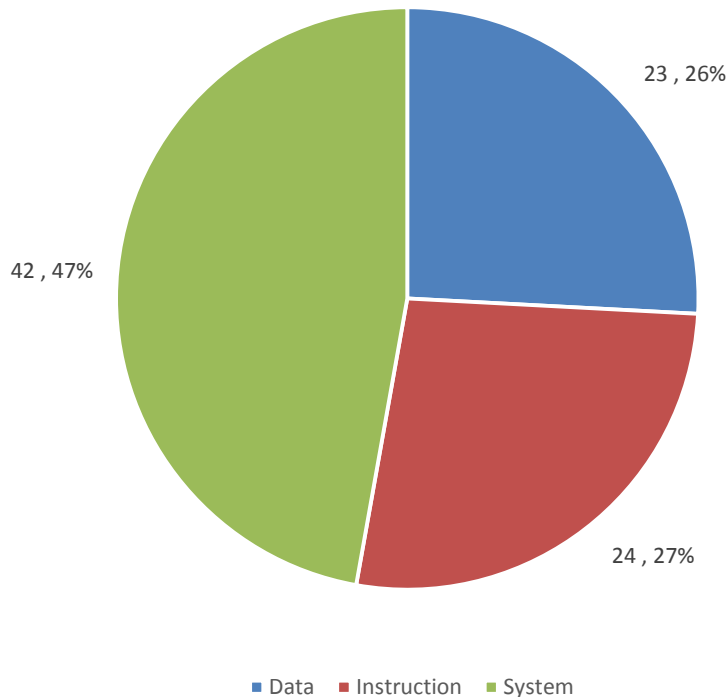
- Modify PO's by Contract for Spend Analysis – Brandy has been working with the MM team and is waiting on decisions from them. Per Cory, he indicated he could test the existing queries in BOBJ against the universe that Jim has created. He needed to know the technical names of the query and which environment to test in.
- RFC-00336 – Per Cory this RFC is closed, but part of that project that was added later was the need for the field that determines whether or not a project is closed. Santosh has found the field, but he needs to know the list of possible values for that field. Cory will send an email to Shirley with a few questions about that field and get back to Santosh.
- RFC-00339 – Per Cory, he was going to get with the MM team to learn more about how GRs relate to the PO. He talked to Fred a little earlier and he showed Cory a couple of transactions, but said it'd be best to talk to John Rathinam (their consultant). Cory was going to email him and explain what we're trying to do and see what he says. Cory was to report back what he found out. Fred did showed Cory the PO table and the GR table, but said John would have to help us relate one to the other.

Update on RFCs and Reports

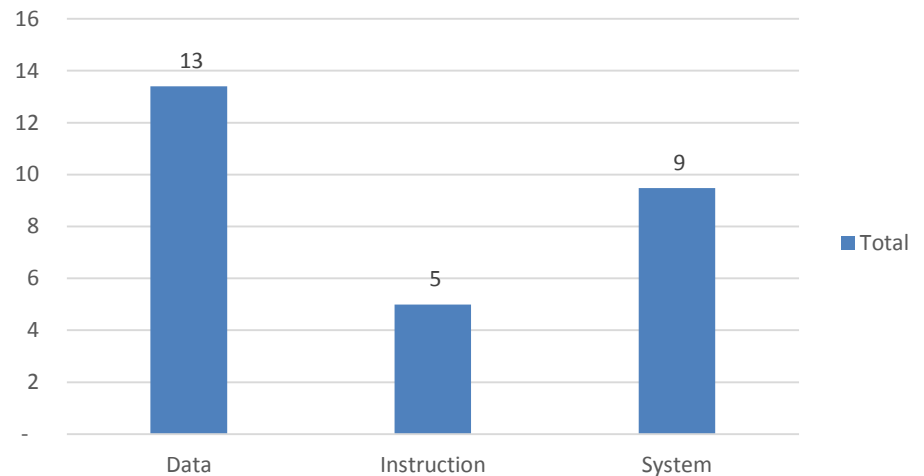
- In addition to these RFC's, Santosh is now reviewing BW cubes to see where some efficiencies can be gained. Many of the BW queries are written using Data Store Objects (DSO) as the data source rather than an info cube. In general, an info cube provides better reporting performance than a DSO. So, Santosh is researching where we can gain efficiencies by replacing DSO's with info cubes. Not all DSO's need to be replaced as some queries may require DSO's because of the data requirements, but we may be able to replace some of them.
- Real Estate Cost Spending Tracking Project
- Information Technology Spending Project

Helpdesk Tickets related to Reporting

Helpdesk Tickets by Major Issue
Calendar 2015



Helpdesk Tickets Days to CloseTotal



EIM Projects

- What ECC data is needed in BW?

Report Development Process 7/1/2016

- User submits request to EIM for Report (Form) via the Website
- EIM staff contacts User for information about report
- EIM staff determines if existing report is available or if new report is needed
- Where needed, EIM contacts central governing authority to confirm report needs/specs.
- EIM staff develops report or customizes existing report to meet Users needs.
- User tests report and provides feedback. Changes are made to the Document as needed.
- EIM trains user on refreshing and maintaining report
- Report is complete

Privacy in Reporting

New Reports

Asset Listing for Inventory

Department Of Administration Inventory for FY2014

Run Date: 5/16/16 Page 1 of 358

D5000000Z EBO - Administration

Asset class Key	Asset Number Key	Asset Number	Serial Number Asset	Inventory no.	Site	Building	Custodian	Personnel Number	Capitalized Date
15400	150000011662	HP LASERJET 5SI	USDK079107	22180	Not assigned	BROWN BUILDING	BRENDA HART	Not assigned	4/8/97
17200	170000001626	INFOCUS LITEPRO 755 PROJECTOR	3WW94800006	28995	Not assigned	BROWN BUILDING	BRENDA HART	Not assigned	12/20/99
29900	290000168150	PC, Dell Optiplex 9020	1RGJY12	42430	Not assigned	BROWN BUILDING	BRENDA HART	Not assigned	7/22/14
29900	290000168151	PC, Dell Optiplex 9020	1RGKY12	42431	Not assigned	BROWN BUILDING	BRENDA HART	Not assigned	7/22/14
29900	290000168152	PC, Dell Optiplex 9020	1RHHY12	42432	Not assigned	BROWN BUILDING	BRENDA HART	Not assigned	7/22/14
29900	290000168646	PC, Dell Optiplex 7010	9QG5TW1	41987	Not assigned	BROWN BUILDING	BRENDA HART	Not assigned	2/26/14
29900	290000168647	PC, Dell Optiplex 7010	9QJ3TW1	41988	Not assigned	BROWN BUILDING	BRENDA HART	Not assigned	2/26/14
29900	290000168648	PC, Dell Optiplex 7010	9QH4TW1	41989	Not assigned	BROWN BUILDING	BRENDA HART	Not assigned	2/26/14
29900	290000168649	PC, Dell Optiplex 7010	9QH5TW1	41990	Not assigned	BROWN BUILDING	BRENDA HART	Not assigned	2/26/14
29900	290000168650	PC, Dell Optiplex 7010	9QG4TW1	41994	Not assigned	BROWN BUILDING	BRENDA HART	Not assigned	2/26/14
29900	290000168651	PC, Dell Optiplex 7010	9QD4TW1	41996	Not assigned	BROWN BUILDING	BRENDA HART	Not assigned	2/26/14

Please verify the section and the county code listed on the top left corner of your inventory sheet. If the section code is incorrect, note the changes on this form.

I certify that I have inventoried the items hereon and find them to be in agreement with the records of my accountability except as noted below.

Name _____ Date _____

Enter explanation of differences below or on the back.

Workshops